

INJURY AND DAMAGE CLAIMS BY INDIVIDUALS OTHER THAN STATE EMPLOYEES (GOVERNMENT CLAIMS)

3857

(No.48 Jun 2013)

Claims against state agencies for injury/illness or property damage are handled as California Victim Compensation and Government Claims Board (CalVCP) claims, except as otherwise noted in [Section 3825](#). It is the responsibility of the Finance Section/Compensation and Claims Unit to inform the claimant of the CalVCP process. This is done by giving the claimant a Government Claims Program Information and Claim Form (Form No. VCGCB-GC-002). In the absence of a Finance Section, the Incident Commander or designee should provide the information to the claimant.

CAL FIRE has the responsibility to direct a claimant to the CalVCP but is not responsible to take any further action respective to the claim (e.g., completing or filing the form, answering questions about the process, etc.). **At no time should an employee of CAL FIRE make any statements regarding liability, about when the claim should be filed, or if a claim will be paid. All questions must be referred to the CalVCP.**

The Finance Section/Compensation and Claims Unit is responsible for ensuring that a thorough investigation is conducted and for completing the necessary documentation for any known claim. In the absence of a Finance Section, the Incident Commander or designee is responsible for the investigation. This information shall be routed to the local Unit, which in turn shall immediately route a copy to Sacramento Headquarters Legal Office.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)